

## **Request for Proposals to Provide Engineering Services for the Town of Brentwood NH**

The Town of Brentwood New Hampshire is requesting proposals from New Hampshire professional Engineers to provide design review services at the direction of the Brentwood Planning Board, as necessary, to provide a full and professional review of subdivision and site plans submitted.

**SCOPE OF SERVICES:** The Town of Brentwood is seeking a licensed professional engineer experienced with site plan and subdivision planning to provide independent review and analysis of plans and associated technical elements including but not limited to:

- Determination of compliance with state and local regulations; Federal, state and municipal permitting.
- Drainage design, water supply, stormwater management, and storm sewer; waste management compliance.
- Utility design, math checks, closure calculations, deed and easement data verification.
- Soils designation, erosion control & landscaping; wetland delineation; wetland and environmental permitting, restoration or mitigation plans.
- Long-term sediment and erosion control plans for pre- and post-development will be reviewed and a plan for funding of long-term inspection and maintenance of drainage structures and systems may be required to be developed.
- Road design, traffic analysis, site distance of intersections and design for new road infrastructure; driveway design and permitting.
- Geotechnical review or analysis for structures including bridges and retaining walls.
- Development of engineering cost estimates to establish surety and construction monitoring.

Additionally, the engineer will advise the Planning Board of the appropriate amounts for construction bonds. The engineer will be responsible for reviewing the construction bond estimate prepared by the engineer of a project to ensure that all required activity is included and provided with an appropriate cost estimate. In addition, incremental bond releases when work is completed by the applicant, require review and sign-off by the Town engineer. Every application to the Planning Board includes the establishment of an escrow account that provides in advance, a pool of funds with which to pay the Town engineer for their review.

A written report advising of compliance or of specific points of non-compliance will be prepared by the engineer and provided to the applicant and to the Brentwood Planning Board as soon as practicable following referral of the plan by the Planning Board or their representative, to the engineer. In addition to plan review, the engineer may be requested to attend one or more Planning Board meetings relating to a particular project or projects.

The selected engineering firm must be able to perform independent observation and monitoring of construction activity, as necessary, to ensure compliance with conditions of approval, applicable government regulations, Town of Brentwood Regulations and Zoning Ordinances, generally accepted design/construction standards and recommendations of road acceptance.

**FIELD ENGINEERING SERVICES:** It is expected that field engineering services will include but is not limited to:

- Site visits with written recommendations and reports of findings.

- Attendance of licensed professional(s), as needed, at public meetings; making presentations.
- Interacting with state and federal government agencies on behalf of the Town.
- Data collection, research, assisting with the preparation of contract documents, and recommending subcontractors as may be necessary.
- Specialty licensed individuals should remain constant to provide some level of continuity to the projects assigned.

The selected firm and/or principals will be designated as the Town engineer to work in conjunction with the Planning Board, Planning Board's Administrative Assistant, Town Planner, and under the general auspices of the Town Administrator. Technical assistance may also be sought by the Building Inspector, Fire Chief, Police Chief, Town Administrator, and other authorized staff members. Special project assignments may also come from the Board of Selectmen, Conservation Commission, and other Town boards and officials depending upon the emergence of issues and the availability of funds.

**PROPOSAL REQUIREMENTS:** Proposals should be submitted in the form of a contract encompassing the requirements in this request for proposals, and should include hourly rates for applicable services, as well as any additional information that will aid the Planning Board in determining suitability of the engineer to fill this position. The top candidates will be asked to an interview with the Planning Board.

1. **Identification of Key Staff & Statement(s) of Qualifications** - Proposals should include a brief statement of Company history and Company information along with the names and resumes for all professionally licensed and key personnel to be assigned work under the contract, to include current job titles, licenses and certifications. The proposal should also identify the project manager or engineer to serve as the primary liaison between the Town and the engineering firm.
2. **Project Experience** - Proposals should provide a summary of specific projects and activities performed by the key personnel that demonstrate competency in as many aspects of the scope of services as possible.
3. **References** - Proposals must include municipal clients. The reference information shall have a brief project description and include the name of a contact person and their contact information. The Town of Brentwood will want to speak with municipal officials in the fields of administration, finance, planning, or public works who were directly involved with key personnel.
4. **Conflict of Interest Policy** - Provide a statement on how the firm will prevent or mitigate any perceived conflicts of interest that may exist based on relationships with Town Officials or other clients.
5. **Insurance & Indemnification** - Professional services, including but not limited to engineering, architectural, laboratory analysis and/or surveying services in connection with the Work, Professional Liability (Errors and Omissions) Insurance with a limit of not less than \$1,000,000 per claim, \$1,000,000 aggregate.

At a minimum the selected consultant shall provide and maintain appropriate insurance coverages for the period of the agreement.

6. **Resources and Proposed Subcontractors** - Provide a brief statement on the Company availability to do the project and the estimated number of working days needed for notification of start work. As part of each proposal, the Town will want to know how the engineering firm proposes to deal with schedules, deadlines and other time constraints.
7. **Fee Schedule and Billing Terms** - Provide a list of current fees by personnel and/or position that will be applicable. Include a description of fee policies for subcontractors, travel time and reimbursements. Include proposed billing terms.

**RFP SUBMITTALS MUST COMPLY with the following submission procedures:**

1. **SEALED PROPOSALS** shall be submitted marked "ENGINEER SEALED BID-PLANNING BOARD" on the outside of the envelope, addressed to: Town of Brentwood Planning Board, 1 Dalton, Brentwood, NH 03833 if sent by US Mail. Proposals delivered in-hand may be delivered to the Planning Office, 1 Dalton Road, Brentwood NH 03833 (hours are Monday–Thursday from 8:00 am to 4:00 pm); or may be deposited in the night drop box at the Brentwood Town Offices prior to the due date.
2. **Nine (9) copies** of the proposal shall be submitted. Proposals will be accepted in the Planning Board Office up until **May 20<sup>th</sup>, 2020 at 4:00 PM**. The sealed bids will be opened at the Planning Board meeting of **May 21<sup>st</sup>, 2020 at 7:00 PM**. Faxed or emailed proposals will **NOT** be accepted.

**Requests for additional information or clarification should be directed to:**

Andrea Bickum, Planning Board Administrative Assistant at 603-642-6400 ext. 116 or send an email to [abickum@brentwoodnh.gov](mailto:abickum@brentwoodnh.gov). Any additional information provided that may affect the bidding process will be made available to all known interested engineers or posted on the Town's website.

**DISQUALIFICATIONS OF PROPOSERS:** A vendor may be disqualified and the vendor's proposal rejected for among other reasons, failure to supply complete information as requested by this RFP.

**RESERVATION OF RIGHTS:** The Town reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal that it deems to be in their best interest or to negotiate with any vendor that it deems is in its best interest, regardless of lowest bid amount.

The Town reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions. All proposal submittals are considered public documents under NH RSA 91-A.

The criteria for selection will be primarily based upon qualifications, experience, references, the quality of the proposal, cost, and an estimation on the overall ability of the firm chosen to professionally represent the Town of Brentwood in multiple engineering disciplines.